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27 March 1962

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT : OCR Suggestion Program Draft

1. I believe that employees should be encouraged to make suggestions for the improvement of OCR's operations and be rewarded when such suggestions are adopted.

2. The Draft OCR Notice CR-20-38 states that "an OCR Suggestion Program will be established to provide a channel for submitting new ideas and suggestions for improving OCR operations and procedures".

3. I believe we already have the necessary channels to OCR management for transmitting individual suggestions; the supervisor, branch chief, and division chief presently serves as a channel and if more than one division is involved the OCR operating committee can consider any suggested improvements.

4. In lieu of the draft OCR program with a special OCR committee, could not a notice be issued emphasizing the need for constantly improving the OCR's operations and calling attention to the CIA Suggestion Awards Program and the desire on the part of OCR management to evaluate any suggestions which our people may have?

Chief, Document Division

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